Shutesbury Library Board of Trustees Meeting

Location: Shutesbury Public Library Conference Room with access through Zoom
Date: Monday, September 14, 2026
Time: 7:30 PM EST
Attendance:

- Members present: Kate Cell, Co-Chair, Bradley Foster, Anne Graham, Elizabeth Murphy (on Zoom), Pam Ososky, Michele Regan-Ladd, Co-Chair
- Library Director: Mary Anne Antonellis

Call to order: Kate Cell

Public Comment: None voiced.

Minutes from May 18, 2026 Meeting Review:

- Accepted. Pam Ososky- Yes, Michele Regan-Ladd- Yes, Bradley Foster- Yes, Kate Cell- Yes, Anne Graham- Yes, Elizabeth Murphy- Yes

Minutes from July 27, 2026 Meeting Review:

- Accepted as amended. Pam Ososky- Yes, Michele Regan-Ladd- Yes, Bradley Foster- Yes, Kate Cell- Yes, Anne Graham- Yes, Elizabeth Murphy- Yes

Director's Report:

- Shutesbury Personnel staff and the Town Administrator are reviewing all job descriptions of Town Employees. Upon completion, Director will present newly prepared job descriptions for approval from the Board of Trustees.
- Two new police officers were sworn in at Shutesbury Public Library. There was an award for one officer, as well. It was the first time this happened in town, and it was nice to have the new library space for this community event.
- Participating in a Massachusetts Center for the Book Community Read and discussion commemorating the 250th Anniversary of the Founding of the United States. This year's Massachusetts **Great Reads** selection is *Nothing More of This Land: Community, Power, and the Search for Indigenous Identity* by Joseph Lee. This book was chosen to represent the Commonwealth at the Library of Congress National Book Festival. This Tuesday, Joseph Lee will talk about his book over Zoom. The library will host a watch party of this virtual Q&A.
- Margaret M. Bruchac came to the library last week to talk about Native American history of the Connecticut River Valley.
- Suzanne Strempek Shea has a new book called *Compositions* and will talk on Thursday about this memoir of her early years in a close-knit 1960s and '70s Polish-American Massachusetts grade school and community.

- The Healey-Driscoll Administration will be hosting a public listening session on energy facility siting laws on Oct 26 at the Library.
- The Massachusetts Library Board of Commissioners met at the Shutesbury Public Library two weeks ago. Michelle Regan-Ladd and Elizabeth Murphy attended.

- Questions for Director from Trustees:
    - How are scheduling and room use policy working for the Director? Answer: Town and State officials can email the Director to reserve rooms. The public has been booking rooms through the form on the website. One family rented a room for a birthday party. They provided the insurance.
    - What are the punch list items aside from landscaping? Answer: covered under the Landscaping update below.

<u>Annual Report Review and Approval</u>

- Discussion: Fiscal year = July to June, so collection of statistics is based on this annual tally.
  It would be great to add statistics regarding new building vs. old building (under a different heading from the statistics on space).
    - Space Statistics examples: How many times during the fiscal year the meeting room was used for Town, Beyond Town, and Library related meetings.

- Approval of the Annual Report: Accepted as amended. Elizabeth Murphy- Yes, Pam Ososky- Yes, Bradley Foster- Yes, Kate Cell- Yes, Anne Graham- Yes, Michele Regan-Ladd- Yes

<u>Landscaping and Building punch list update:</u>

- Contractor built a stormwater outlet onto Leveret Road.
- Retention basin inlet spout was adjusted for size. Civil Engineer came to inspect and no report yet. Outlet spout was confirmed to be too small. That is still not done.
- Lighting controls are agreed on, and still waiting for completion.
- Nearly ½ of the outlets in the Director's office don't work.
- No motion sensor light over the outdoor drop box. This is needed.
- Flooring company came to see the problem of the door between the Adult and Children's rooms. Many emails and phone calls were made by the Director. New flooring will be installed by the contractor.
- Study room door sliding problem was worked on. Better, but still not perfect.
- Locking exterior doors are difficult to lock. Director is in contact with the contractor (3 times so far).
- Originally installed dot covers for windows were defective and have been removed. New window coverings have been installed.

- Landscaper will come tomorrow to put in trees. Building Committee is discussing what is needed to fulfill the need for the Conservation Commission.
- Bushes will go in after that.
- Some Perennials were put in today. It may take 2 small crews for 2 hours at a time. Another drill will be needed to supplement the work. Native plants for pollinators were chosen. Spice bush (caterpillars are feeding, and will turn into Swallowtails), Milkweed has attracted monarchs, reduce and manage the invasive plants as part of the current work to create a more compatible ecosystem for wildlife.
- Sustainability training: Project on Pelham Hill Road. Shutesbury Highway Department will dig Knotweed out.

Policy updates discussion:

- Director will first finish Financial Report, due Oct. 2. One of the co-chairs will sign it.
- Finish Job Descriptions
- After these are completed, Director will be ready to work with any of the Trustees to review policies.

Other Business: None voiced.

Next meeting agenda ideas:

- Approvals
- Director's report
- Policy Review – start at the top of the list on the webpage and work during the meeting
- Council on Aging request (email dated September 16, 2026) to the Library Board of Trustees and Library Director)
- Any Other Business

Next meeting date: October 19, 2026 at 7:30 PM

Meeting Adjourned at 8:30 PM

Respectfully submitted by Anne Graham, Secretary, Library Board of Trustees

One Hundred and Thirty-eighth Annual Report
Trustees of the M.N. Spear Memorial Library/Shutesbury Public Library
Fiscal Year 2026

Shutesbury Public Library Construction Project

Throughout the summer and fall of 2025, construction and landscaping continued. The project experienced delays due to design changes, personnel shortages, sequencing conflicts, and supply chain issues. Substantial Completion was achieved, and a Certificate of Occupancy was issued on December 19, 2025, four months after the originally scheduled completion date.

The M.N. Spear Memorial Library officially closed after the morning shift on December 24, 2025. The Library Director and volunteers began moving furniture and equipment from temporary storage locations in Shutesbury residents' homes and from the M.N. Spear Memorial Library to the new library.

On Sunday, December 28, 2025, dedicated and enthusiastic volunteers moved the entire collection from the old library to the new library, placing every item on the new shelves by the end of the day. Throughout the following week, staff and volunteers fine-tuned the locations of the collection and continued setting up furniture and equipment.

A small group of volunteers including Library Trustees, Building Committee members, Friends, and the Library Director planned a full day of Grand Opening Celebration activities, which took place on January 10, 2026. An estimated 500 people visited the Shutesbury Public Library throughout the day.

The first official regular open shift at the new library was 3:00–6:00 p.m. on Sunday, January 11, 2026.

A punch list of unfinished items was addressed throughout the spring. Landscaping on the east side of the site was excluded from the original bid documents and is scheduled to be completed in fiscal year 2027.

Hours

Sunday: 3 – 6, Monday: 11 - 1 & 3 – 6, Tuesday: 3 - 7:30, Wednesday: 11 - 1 & 3 – 6, Thursday: 3 - 7:30, Friday: 3 – 6 and Saturday: 10 - 1

Staff

Mary Anne Antonellis, Director, 40 hours per week
Cynthia Coffin, Library Assistant, 15 hours per week
Kristin Walsh, Weekend Circulation Clerk
Substitutes Susan Millinger, Julie Stepanek, Samantha Spisiak, Ella-DeSilva-Beal and Linda Chatfield worked as needed.

Samantha Spisiak, Intern from Simmons University, worked 10 hours per week from January through mid-June.

Volunteers

Volunteers make and post flyers, shelve books, organize programs, stuff envelopes, process interlibrary loans, and assist with many other tasks. Two young adult volunteers serve regular weekly shifts in the library, while others help as needed and on special projects. In Fiscal Year 2026, many volunteers helped with moving and setting up the new library. In total, 108 volunteers contributed 960 hours of service.

The Collection

In Fiscal Year 2026, the total physical holdings were 12,642 items. The collection included 8,911 books, 763 audiobooks, 2,392 DVDs, 24 magazine subscriptions and 125 miscellaneous items. Shutesbury residents also had access to 185,192 e-books, and 138,239 downloadable audiobooks and 6,246 digital magazines through the C/W MARS Overdrive Collection. The Library also provided access to the streaming services, Kanopy and Hoopla and Ompractice, a collection of live and recorded fitness classes.

Circulation

Format	**FY25**	**FY26**	**Percent Difference**
Books	18,059	22,362	**23.8%**
Magazines	1,303	1,139	-12.6%
Audiobooks	1,204	1,045	-13.2%
DVDs	2,631	3,402	**29.3%**
E-books	3,578	3,418	-4.5%
Digital audiobooks	5,062	5,444	**7.5%**
Digital magazines	1,352	1,690	**25.0%**
Miscellaneous	575	741	**28.9%**
Digital videos	1,861	1,328	-28.64%
Total	**36,625**	**40,569**	**10.77%**

Programs

The Library offered 282 programs with 4,847 attendees. Fitness classes, ukulele and the science fiction book club continue to meet online. Most other programming is in person.

In collaboration with the Community Network for Children, the Library continues to offer an in-person Tales & Tunes Storytime which now meets every Wednesday in the Community Meeting Room.

An in-person chair yoga class on Fridays at 12:15 began in March. A small group of Mahjong players meets most Tuesdays. In collaboration with the Recreation Committee, a regular Stitching Group was formed.

With support from the Shutesbury Cultural Council, the Library offered Harmony in the Stacks, a bi-monthly series of free concerts with local musicians on Saturday evenings. The series will continue in Fiscal Year 2027.

Funding for programs was provided by the Library's operating budget, the Friends of the M.N. Spear Memorial Library, grants from the Shutesbury Cultural Council and the New Salem Academy and collaboration with the Shutesbury Recreation Committee.

Budget

The total operating budget for fiscal year 2026 was $138.425. Annual Town Meeting appropriated $108,771. Additional funding was provided by the Library's Revolving Fund, the Spear Expendable Trust, The Friends of the M.N. Spear Memorial Library, grants from the Shutesbury Cultural Council and the New Salem Academy, State Aide to Public Libraries, and partnerships with the Community Network for Children and the Shutesbury Recreation Committee.

Respectfully Submitted,

Mary Anne Antonellis, Director

Kate Cell and Michele Regan-Ladd, Co-Chairs Board of Library Trustees

Board of Library Trustees: Brad Foster, Anne Graham, Pam Ososky, and Elizabeth Murphy